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# Technical Assistance Program

*In the Department of Wayside Exhibits, the Technical Assistance Program focuses on small wayside projects (no more than six panels) for which parks have available funds and well-developed content, typically draft text and graphics. The goal of the program is to speed the delivery of wayside exhibits while ensuring that NPS editorial, design, and production standards are maintained.*

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## Who to Contact

If you are interested in acquiring wayside exhibits through the Technical Assistance Program, first review the “Park Responsibilities” and “Selection Criteria” sections of this handout. If you feel that the program is appropriate for your project or you need more information, please contact program coordinator, Winnie Frost at 304 535 6043 or by e-mail. Winnie, a wayside exhibit planner, can help you initiate the project and guide you to its completion.

## How to Apply

After discussing your project with the program coordinator, submit a **Wayside Exhibit Technical Assistance Application** and **HFC Direct Charge Authorization Form**, available online or by calling Winnie Frost.

Once the materials that you have submitted have been reviewed, you will be contacted to discuss the project’s details, including funding and schedule.

## Schedule for Submissions

Technical Assistance requests will be accepted on a first come, first served basis. Applications must be submitted no later than **February 1, 2003**. For projects that include original art and/or maps, requests must be submitted no later than **January 1, 2003**. **These dates are subject to change as workload volume requires. In fact, the sooner in the fiscal year we hear from you, the better.**

## HFC Assistance

The Division of Wayside Exhibits currently has an in-house staff of fifteen people: wayside planners, designers, and production managers. There are also nine HFC-approved commercial vendors available to assist with wayside fabrication. Combining a park’s subject expertise, the Center’s experience in wayside editing and design, and the vendor’s technical capabilities, helps to ensure that the exhibits produced are consistent with a park’s needs and with the new NPS graphic identity standards.

## Park Responsibilities

The Technical Assistance Program requires that a park be willing to make a significant investment of time and effort in planning its exhibits. As the subject matter expert, the park is responsible for preparing draft text for each wayside, acquiring support graphics, and sketching a rough layout that reflects the exhibit’s interpretive intent. These items (text, graphics, and rough layouts) constitute the resource packages from which the exhibits are developed. A sample resource package is available on request. Please note: If original art and/or maps are needed, an earlier submission date is required to review the complexity of the project. (See “Schedule for Submission” section for more details.)

## Selection Criteria

Several factors will be considered when determining if a project is suitable for the Technical Assistance Program.

- All proposed exhibits should be consistent with the park's overall wayside exhibit goals. If a parkwide wayside exhibit proposal (an approved list of wayside exhibit subjects, locations, and purposes) does not exist, you will be encouraged to develop one before acquiring exhibits that may not be appropriate to long-term interpretive goals.
- Resource packages for each exhibit should be complete at the time of submission.
- Submissions should be limited to no more than six exhibits. The intent of the program is to provide a rapid response on projects of limited size. Larger projects are better accomplished through traditional planning and design procedures.
- Project funding must be secured by the park. In addition to funding fabrication costs, parks are charged \$300 per wayside exhibit panel.
- Completed **Wayside Technical Assistance Application** and **HFC Direct Charge Authorization Form** must be on file.
- Projects that require the creation of original art and/or maps will be reviewed for their complexity and appropriateness.

## Advantages of the Program

The Technical Assistance Program has several advantages over trying to secure wayside exhibits on your own.

- HFC covers planning and editorial direction, production management, and design assistance.
- Each wayside exhibit is designed to meet new NPS messaging project standards.
- Each HFC vendor has been carefully selected and trained to provide products consistent with the quality required by the National Park Service.
- The use of HFC vendors eliminates the need for parks to write technical specifications and work descriptions, or to conduct competitive procurements.
- Waysides produced under the program carry the same manufacturers' warranties that were negotiated to cover other waysides the Division produces — warranties that protect the park from manufacturing defects or from premature product failure.
- Production materials for wayside exhibits produced through the program can be stored and maintained by HFC's wayside exhibit archives. Using these materials, wayside panels can be replaced when they weather or are vandalized or need updating. This is easily done through the Division's Minor Rehab Program.